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Personnel

SERVICE DATES AND DATES OF RANK

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This instruction explains how to compute service dates and dates of rank and establishes who must compute, record, report, and correct them. It implements Air Force Policy Directive 36-26, *Military Force Management*, and Department of Defense Directive (DODD) 1310.1, 29 April 1996. This publication requires collecting and maintaining information affected or protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction is Title 10, United States Code (U.S.C.), Section 8013, and Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, 22 Nov 1943. System of Records Notice F036, AFPC, *Military Personnel Records System*, applies. See **Attachment 1** for Glossary. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 33-360, Volume 1, *Publications Management Program*. HQ AFPC/DPPAOR must review all supplements to this instruction. The Paperwork Reduction Act of 1974 as amended in 1996 affects this instruction. Also, the Air Force Forms Management program in accordance with (IAW) AFI 37-160, Volume 8, *The Air Force Publications and Forms Management Program-Developing and Processing Forms*, affects this instruction.

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2001-1 (**Attachment 2**). This change provides new guidance for Time In Grade (TIG) credit for prior service members. This change replaces paragraph **8**. in its entirety. Changes are not grandfathered and effective on date of publication. See the last attachment of the publication IC 2001-1 for the complete IC. A bar (|) indicates revision from the previous edition.

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Section A—Service Dates

1. **Explanation of Service Dates.** See [Table 1](#).
2. **Service Dates Required for Commissioned Officers, Warrant Officers, and Airmen.** See [Table 2](#).
3. **Responsibility for Computing, Recording, and Reporting Service Dates.**
 - 3.1. Officers Not on EAD.
 - 3.1.1. United States Air Force Reserve (USAFR) Officers.
 - 3.1.1.1. Headquarters, Air Reserve Personnel Center, Directorate of Personnel, Promotions Branch (HQ ARPC/DPJA) computes and enters into the personnel data system (PDS) the following: DOR, current grade and permanent grade effective dates.
 - 3.1.1.2. The Point Credit Accounting Division (HQ ARPC/DPK) computes and enters into PDS the following: total active federal military service (TAFMS) and total active federal commissioned service (TAFCS).
 - 3.1.1.3. The Directorate of Assignments and Readiness, Sustainment Management Division (HQ ARPC/DAS) computes and enters into PDS: Date Initial Entry Reserve Forces (DIERF), Date Initial Entry Uniformed Service (DIEUS), pay date, TFCSD, and TYSD.
 - 3.1.2. Air National Guard (ANG) Officers. The appointing authority computes and enters all service dates into PDS. **NOTE:** HQ ARPC/DAS verifies and corrects pay date, TFCSD, TYSD, DIEUS, and DIERF on ANG members after they are gained on strength for accountability.
 - 3.2. Officers on EAD.
 - 3.2.1. Headquarters, Air Force Personnel Center, Directorate of Personnel Program Management, Personnel Procurement and Development Division, Line Officer Procurement Branch, Officer/Airman Verification Section (HQ AFPC/DPPAOR) computes and enters into PDS the current grade date of rank (CGDOR).
 - 3.2.1.1. The Directorate of Personnel Program Management, Promotion, Evaluation, and Recognition Division, Officer Promotion and Appointment Branch, Officer Promotion Section (HQ AFPC/DPPPOO) updates the CGDOR on subsequent promotions.
 - 3.2.2. TAFMSD, TAFCS, TFCSD, Pay Date, TYSD (unless service component is Regular), EAD. HQ AFPC/DPPAOR prepares an AF Form 1613, **Statement of Service**, on all officers gained to the Air Force strength within 120 days of their accession and enters the computed service dates in the PDS. HQ AFPC/DPPAOR sends one copy of the AF Form 1613 to member's servicing Military Personnel Flight (MPF), for file in the member's UPRG, and files one copy in the officer's master personnel record group (MPerRG).
 - 3.3. USAFR and ANG Airmen Not on EAD. The servicing MPF, and HQ ARPC/DAS and DPJA compute service dates and enter them in PDS.
 - 3.4. Airmen on EAD.
 - 3.4.1. The servicing MPF computes and updates service dates in the PDS for members entering EAD.

3.4.2. The Personnel Procurement and Development Division, Line Officer Procurement Branch, Officer/Airman Verification Section (HQ AFPC/DPPAOR), computes the TAFMSD, EAD, DIEUS, and pay date and forwards one copy of the AF Form 1613 to member's servicing MPF for file in member's UPRG, and files one copy in the MPRGp on:

3.4.2.1. Prior service airmen who enlist after a break in service. HQ AFPC/DPPAOR completes AF Form 1613 within 120 days of an airman's enlistment date.

3.4.2.2. Reenlisted airmen charged with time lost under Title 10, U.S.C., 972.

3.4.3. The Directorate of Personnel Program Management, Retirements and Separations Division, Retirements Branch, (HQ AFPC/DPPRR) will normally verify service dates at 18 years TAFMS. The statement of service (SOS) generated by that verification is filed in the MPerRGp. However, if a member feels their service dates are not correct prior to the 18-year verification, the MPF should forward AF Form 330, **Records Transmittal/Request**, to HQ AFPC/DPPR for service date verification.

3.4.3.1. Other airmen who are under special projects. Identify such airmen by year groups according to their TAFMSD and provide statements of service.

3.4.3.2. If Defense Finance and Accounting Service (DFAS) disagrees with the service dates, DFAS resolves the problem directly with the office submitting the service dates.

4. Computing Service Dates. HQ AFPC, HQ ARPC, and MPF compute service dates. **Table 3.** shows the service you may credit when computing the TAFMSD, TAFCSd, TFCSD, TYSD, TEMSD, the pay date, and the 1405 service date. **Table 4.** shows the service you may credit when computing the DOR.

4.1. Do not adjust service dates and dates of rank for officers on EAD before 15 September 1981 because of the Defense Officer Personnel Management Act (DOPMA), except as DOPMA authorizes. Continue to apply regulations in effect before 15 September 1981 when you need to verify or adjust these officers' service data.

4.2. Do not adjust service dates and dates of rank for Reserve officers on strength before 1 October 1996 because of the Reserve Officer Personnel Management Act (ROPMA), except as ROPMA authorizes. Continue to apply regulations in effect before 1 October 1996 when you need to verify or adjust these officers' service date.

4.3. HQ AFPC/DPPAOR. Restores service data to the member's original data before separation or discharge when a court order or the Air Force Board for Correction of Military Records directs reinstatement to active duty.

4.4. In computing the TFCSD of USAFR officers, begin with the date they accepted a commission. For ANG officers, start with date of Federal recognition.

4.5. Use **Table 1.**, rules 13 and 14, to determine the DIEUS and DIERF dates.

4.6. In changing service dates for airmen because of lost time (Department of Defense Financial Management Regulation (DoDFMR), 7000.14-R, paragraph 10110):

4.6.1. Adjust the TAFMSD, TEMSD (master sergeant and senior master sergeant only), and pay date by the number of days lost (see paragraph **4.6.**).

4.6.2. Adjust the date of separation (DOS), if no projected extensions exist, and the expiration term of service (ETS), if applicable, on a day-for-day basis. If a person has any projected extensions, adjust the DOS in whole months according to the adjusted ETS.

4.7. In converting months into days and days into months, consider each month as 30 days (including February).

4.8. In subtracting inclusive dates, add 1 day to the remainder.

4.9. If a computed service date is 30 February, record it as 1 March. If a computed service date is 29 February, record it as 29 February, even if the year is not a leap year. See following **EXAMPLE**.

Date discharged	93-03-31
Subtract Date enlisted USAF	<u>81-11-19</u>
Total Creditable Service	11-04-12
Date Entered USAF	97-07-11
Minus prior creditable service	<u>11-04-12</u>
Pay Date and TAFMSD	86-02-29

4.10. In computing service between two dates, change the ending date to 30 if it is the last day of the month and it is other than 30. Change 28 Feb to 30 unless it is a leap year. In a leap year change 29 February to 30, do not change 28 February. Never change the beginning date. **NOTE:** If beginning and ending date is 31, subtract and add 1 day to the remainder.

4.11. If a member enters on EAD while on a tour of active duty for training (ADT), or active duty (AD), or on the day after the last day of the ADT or AD tour, do not show a break in active service. Consider TAFMSD and TAFMSD as the first day of the tour and backdate them by previous creditable service.

4.12. In computing the TAFMSD, TAFMSD, TAFMSD, TYSD, and TEMSD, include all periods of ADT. For a tour of 30 days or less, count the actual number of days. For longer tours, subtract the first day of the tour from the last day and add 1 day to the remainder. This ensures inclusive dates.

4.13. The DoDFMR 7000.14, paragraphs 10107 and 10110, explain how to compute a pay date. Use the same basic computation in computing other service dates.

5. Changing Service Dates of Personnel on EAD for Lost Time. (OPR: Personnel Readiness).

5.1. Use AF Form 2098, **Duty Status Change**, to change service dates resulting from time lost. Forward original copy to HQ AFPC/DPSRI1 for active duty personnel, or HQ ARPC/DSMP, for Reserve/Guard personnel.

6. Processing AF Form 1613. If you are in the Career Enhancement element and you receive an AF Form 1613 from HQ AFPC, have the member review it and complete one of the following actions:

- 6.1. If the member agrees with the service dates on AF Form 1613 and the dates agree with PDS, have member initial AF Form 1613 and file it in the UPRG.
- 6.2. If the member agrees with the service dates on AF Form 1613 but the dates are not the same as in the PDS, notify HQ AFPC/DPPAOR and file it in the UPRG.
- 6.3. If the member does not agree with the service dates on AF Form 1613, annotate the AF Form 1613, inform HQ AFPC/DPPAOR, 550 C St West, Suite 10, Randolph AFB TX 78150-4712, and file it in the UPRG pending resolution of the dispute.

Section B—Current Grade Date of Rank (CGDOR) and Date of Rank (DOR)

7. Determining CGDOR of Commissioned Officers on EAD. HQ AFPC/DPPAOR and DPPPOO determine the CGDOR.

- 7.1. The CGDOR of a Regular or Reserve officer on an active duty list (ADL) in a grade held as result of a promotion is the effective date of the promotion.
- 7.2. The CGDOR of a Regular officer on original appointment is the date of appointment, unless: the officer was, at the time of Regular appointment, a Reserve officer on the ADL, in which case the CGDOR is the same as that held by the officer immediately before appointment as a Regular officer or the officer receives service credit, in which case the CGDOR reflects an earlier date determined by the extent to which the service credit exceeds the credit required for the officer's appointment grade.
- 7.3. Adjust the CGDOR of a retired officer ordered to EAD by adding the period between the retirement date and the effective date of EAD to the CGDOR held at retirement.
- 7.4. The CGDOR of an officer ordered to EAD from the temporary disability retired list (TDRL) is the same one the officer held before being placed on the TDRL. The EAD order announces the CGDOR.
- 7.5. The CGDOR of a Reserve officer ordered to EAD in the Reserve grade held (AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*) is the EAD date. If an officer has previous commissioned service in an active status, adjust the CGDOR: Backdate the EAD by a period equal to the amount of service credit awarded under paragraph 7.5.1. **NOTE:** This paragraph applies only to Air Force officers not entitled to any constructive service credit at time of EAD.

7.5.1. HQ AFPC/DPPAOR computes service credit as follows:

- 7.5.1.1. Credit 1 day for each day that the officer performed AD commissioned service including short, special, and temporary tours of AD and ADT defined in AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*, in the armed forces in the grade in which he or she entered the ADL.
- 7.5.1.2. Credit ½ day for each day that the officer performed active—but not active duty—commissioned service in the grade in which he or she entered the ADL.
- 7.5.1.3. Effective 1 October 1996, Reserve officers ordered to active duty and placed on the ADL from the RASL maintain their rank and date of rank. Reserve officers ordered to active duty from the Inactive Status List Reserve Section (ISLRS) will have their date of rank computed IAW paragraphs 7.5.1.1 and 7.5.1.2.
- 7.5.1.4. Officers on the RASL, who were selected for promotion by a mandatory promotion

board or a special selection board, and who before being promoted are placed on the ADL of the same armed force and in the same competitive category, shall be placed on an appropriate promotion list for officers on the ADL. Effective date of promotion and date of rank shall be the same as if the officer had been selected to the grade concerned by the promotion board for ADL officers.

7.5.1.5. For an officer ordered to EAD in the grade of second lieutenant, credit 1 day for each day that the officer performed active--but not active duty--service, if all of the following conditions apply: the officer was commissioned through Air Force Reserve Officer Training Corps (AFROTC) before 1 July 1992, the officer's EAD was delayed under AFI 36-2009, *Delay in Active Duty for AFROTC Graduates* before 1 July 1992 for full-time instruction in graduate or professional studies, the officer receives the graduate or professional degree before beginning EAD, or the officer's delay terminates because of an order to meet Air Force requirements, in accordance with AFI 36-2009. **NOTE:** Do not use this provision when a delay terminates because the officer fails to maintain acceptable academic or retention standards or fails to comply with Armed Forces Institute of Technology (AFIT) requirements as AFI 36-2009 directs.

7.6. HQ AFPC/DPPAOR computes the CGDOR for other than line of the Air Force officers ordered to EAD in a grade established according to AFI 36-2008, table 1, rules 3 through 10, by backdating the EAD date by a period equal to the difference between two categories:

7.6.1. The total amount of entry grade credit authorized at time of EAD (see AFI 36-2008 to determine entry grade credit).

7.6.2. The minimum amount of entry grade credit required in [Table 5](#). and [Table 6](#). for appointment in the competitive grade.

7.6.3. For an officer designated a Judge Advocate (JA) or assigned as an attorney in the Air Force General Counsel's Honors Program but entering EAD in the grade of captain, the CGDOR is the EAD date (see AFI 36-2008, table 1, note 5).

7.6.4. For a physician appointed in the grade of lieutenant colonel or colonel and ordered to EAD, compute the CGDOR by backdating the EAD date by the period of time the physician spent in an active status in the Reserve grade before EAD.

7.7. Officers who separate from and later return to EAD retain the CGDOR they held at time of separation, provided that one of the following applies: the officer is returning to EAD in the same grade and same competitive category (regardless of branch of service) within 1 year of release or discharge from EAD, or the officer is a Medical Corps (MC) officer returning to EAD after completing a military leave of absence (redeferment) authorized by HQ AFPC/ DPAMF.

7.8. For a Reserve second lieutenant appointed under Title 10, U.S.C., 2106 or 2107, in May or June and ordered to EAD in either of those months, the CGDOR is the date cadets graduate from the Air Force Academy that particular year.

7.8.1. For appointees entering EAD 1 July or later, compute according to paragraph [7.5.1.2](#).

7.9. For a Reserve or ANG officer entering EAD under Title 32, U.S.C., 708 or Title 10, U.S.C., 10301, 10211, 12301, 12310, or 12402, the CGDOR equals the DOR.

7.10. For an officer transferring from another branch of service (EAD to EAD) according to AFI 36-2004, *Interservice Transfer of Officers on the Active Duty List to the United States Air Force (USAF)*, the CGDOR equals the date of rank (DOR) held in the losing service and is announced in the EAD order.

8. Determining DOR of Airmen on Enlistment or Reenlistment in the Regular Air Force (RegAF). HQ AFPC/DPPPWM/DPPAEQ and MPF/Career Enhancement determine DOR on enlistment or reenlistment.

8.1. Airmen in the following categories receive a DOR equal to the date of enlistment in the RegAF: Nonprior service enlistees (members who have served less than 24 months total active federal military service); former members of a regular component enlisting on or after their 6th anniversary of their DOS; reservist who enlisted in a pay grade higher than last grade held in a regular component; reservist who have never served in a regular component. Reserve enlistees must meet the TAFMS criteria for grade.

8.2. For prior service RegAF members enlisting in the same grade and in an Air Force Specialty (AFS) at the 3-skill level or higher for a Directed Duty Assignment (DDA) or for retraining into a designated AFS, compute the DOR on the basis of: adjust the DOR by the number of days break in active duty if break is less than four years; one-half of the member's previous time in grade (TIG), when the enlistment date is on or after the fourth anniversary and before the sixth anniversary of the DOS; DOR equals date of enlistment when the adjusted DOS is on or after the sixth anniversary of the DOS. If member was serving in a regular component other than RegAF and enlists in a lower grade due to TAFMSD, DOR will be computed from the original DOR for the enlistment grade and years separated from DOS as indicated above. If member received a promotion(s) in a Reserve component and enlists in lower grade due to TAFMS and the enlistment grade was previously held in a regular component, DOR will be computed from the original DOR for the enlistment grade and years separated from DOS as indicated above. If enlistment grade was not held in a regular component, DOR will be equal to date of enlistment.

Figure 1. Example of DOR Computation.

Date RegAF enlistment	00-03-20
Subtract DOS + 1 (Block 12b on DD Form 214)	<u>95-01-12</u>
Break in service between regular components	05-02-08
DOS + 1 (Block 12b on DD Form 214)	95-01-12
Subtract DOR (Block 12h on DD Form 214)	<u>93-09-19</u>
TIG at time of discharge from regular component	1-03-23

TIG at time of discharge from regular component	1-03-23
TIG credit as indicated above (multiply by “.5” for half credit and “1” for full credit)	x .5
Computed TIG for new DOR	0-07-27

NOTE: Months are computed as 30 days. Fractions in day column are rounded up to next whole number.

8.3. Reserve members serving on EAD with the RegAF who are discharged from an ARC for immediate reenlistment in the RegAF, adjust DOR as above and credit time served on current EAD, provided they meet the TAFMS criteria for the grade in which they are serving.

8.4. Former Air Force commissioned officers with reenlistment rights under Title 10, U.S.C., 8258, receive the same DOR they held on discharge from enlisted status to serve on EAD as a commissioned officer, provided they reenlist within 6 months after release from commissioned officer status.

8.5. For former members of any other regular components of the armed forces, compute the DOR as indicated in paragraph 8.4. provided their skill is on the PSRSL and they are eligible to enlist through the Prior Service program.

8.6. Reserve members serving on EAD with the RegAF who are discharged from an ARC for immediate reenlistment in the RegAF keep the same DOR they held on discharge, provided they meet the TAFMS criteria for the grade in which they are serving.

8.7. Former Air Force commissioned officers with reenlistment rights under Title 10, U.S.C., 8258, receive the same DOR they held on discharge from enlisted status to serve on EAD as a commissioned officer, provided they reenlist within 6 months after release from commissioned officer status.

9. Determining DOR of Reserve Airmen Ordered to or Released From EAD. HQ AFPC/DPPAOR/DPPPWM/DPPAES and MPF/Career Enhancement determine DOR for Reserve airmen ordered to or released from EAD.

9.1. Airmen Entering EAD. For airmen involuntarily ordered to EAD or entering EAD under Title 10, U.S.C., 12310, their AD DOR is the same as their Reserve DOR. However, if they were voluntarily ordered to EAD, compute their AD DOR by backdating the date they entered EAD by a period equal to: the Air Force service credit they received under Table 3., column B, in the grade in which they entered EAD (or in a higher grade), or the credit they received for each retirement point earned in the Air Force in their current or higher Reserve grade of inactive duty training. (Membership points are not creditable.)

9.1.1. Do not credit service that airmen performed before a break in service of more than 90 days, for Regular or Reserve members, or more than 6 months for former commissioned or warrant officers entitled to reenlist under Title 10, U.S.C., Section 8258; or followed with service in a grade lower than the one in which they entered EAD. **NOTE:** For Reserve airmen voluntarily ordered to EAD, the MPF servicing the AD unit to which they are reporting asks HQ AFPC/DPPAOR to determine the DOR.

9.2. Other Airmen Ordered to EAD.

9.2.1. Former AFROTC cadets ordered to EAD under Title 10, U.S.C., 2105 and 2107, keep the DOR specified on their Reserve enlistment contract.

9.2.2. Former Air Force Academy cadets transferred to the Air Force Reserve and ordered to EAD under Title 10, U.S.C., 9348, keep the DOR established on disenrollment. The disenrollment order records the DOR.

9.2.3. Reserve airmen voluntarily ordered to EAD under Title 10, U.S.C., 12301, by HQ AFPC/DPPAES keep the DOR that their unit established before EAD.

9.3. Reserve airmen voluntarily released from EAD in the same grade in which they entered such duty keep the DOR they held before entering EAD. If they are released from EAD in a different grade, they keep their AD DOR.

10. Determining DOR of Retired Airmen Ordered to EAD. HQ AFPC/DPPAOR establishes the DOR of retired airmen ordered to EAD by adding the period between the date they retired and the date they returned to AD to the DOR they held when they retired.

11. Determining DOR of Promoted Airmen. HQ AFPC/DPPPW, HQ AFRC/DPA, and MPF/Career Enhancement determine the DOR of promoted airmen. The DOR of airmen promoted to a grade above airman basic is the same as the effective date of the promotion, except when paragraphs 11.1. through 11.6. apply.

11.1. When the commander withholds a promotion on the basis of AFI 36-2502, *Promotion of Airman*, the airman's DOR is the date the airman would have been promoted originally. The effective date is the date the commander ends the withhold action.

11.2. When the commander defers a promotion on the basis of AFI 36-2502, the airman's DOR and effective date are the 1st day of the month following the month in which the deferral ended. If the commander ends deferral action on the 1st day of the month, the DOR and effective date are that date.

11.3. The DOR of an airman selected for promotion but by mischance not promoted on the established promotion date is the DOR the member would have received had the promotion occurred on time.

11.4. The DOR of a regular airman selected in one cycle but not promoted until the next cycle because of lack of grade vacancies is the date the member would have received had the promotion occurred on the last day of the first cycle.

11.5. When a USAFR airman is demoted under AFI 36-2503, *Administrative Demotion of Airmen*, paragraph 17.2, and is subsequently promoted, adjust the DOR to credit previous service in the same grade or a higher grade.

11.6. Once a USAFR airman's promotion is approved, the DOR is the 1st day of the promotion month after the member first meets eligibility requirements. This applies to both unit members and individual mobilization augmentees (IMA).

12. Determining DOR of Demoted Airmen. HQ AFPC/DPPPWM and MPF/Career Enhancement determine DOR of demoted airmen.

12.1. The DOR in the grade to which an airman is reduced under AFI 36-2503, paragraphs 3.2 through 3.4, is the same as the effective date of the demotion action.

12.1.1. If the airman is eligible to apply for retirement in lieu of demotion but does not elect to retire, the effective date and DOR are the 4th workday after the airman acknowledges receipt of demotion approval notification.

12.1.2. If the airman is demoted under AFI 36-2503, paragraph 3.1, the DOR is the date on which the airman first performed service in the reduced grade.

12.1.3. HQ USAF/DPFPP determines the DOR of an airman demoted under AFI 36-2503, paragraphs 3.5 or 3.6.

12.2. The DOR in the grade to which an airman is reduced under Article 15, *Uniformed Code of Military Justice (UCMJ)*, is the date of the endorsement (or letter) directing the reduction.

12.2.1. If a reduction is "set aside," the DOR and effective date revert to the original DOR and effective date the airman held before reduction.

12.2.2. If the airman is demoted under AFI 36-2503, paragraph 3.1, the DOR is the date on which the airman first performed service in the reduced grade.

12.2.3. If a reduction is later suspended, the DOR reverts to the one held before the reduction. Effective date is the date of the letter directing the suspension.

12.2.4. If a reduction is suspended but the suspension is later vacated, the DOR in the grade to which the airman is reduced is the date of the original reduction endorsement or letter. The effective date, however, is the date of the vacation action.

12.2.5. When the punishment is mitigated to the extent that the former grade is restored, the DOR and effective date are the date of the mitigation action.

12.3. If a grade reduction occurs because of a court-martial sentence, the airman's DOR and effective date are the date the convening authority approves the court-martial sentence, unless the court-martial order specifies another date of "action" by the convening authority.

12.4. The DOR of a USAFR airman demoted under AFI 36-2503, paragraph 17.1, is the date of the demotion order. Prepare orders as soon as you receive the endorsement or letter directing the reduction.

12.4.1. For a USAFR airman reduced under AFI 36-2503, paragraph 17.2, the DOR is the former DOR of the grade to which the airman is reduced.

12.4.2. For a USAFR airman reduced under AFI 36-2503, paragraph 17.2, to a grade not previously held, the DOR for the reduced grade is the date on which the airman first performs active service in the lowest grade held.

12.4.3. For a USAFR airman reduced under AFI 36-2503, paragraphs 17.6.3, 17.6.4, and 17.6.5, the DOR is the former DOR of the grade to which the airman is reduced. If the USAFR airman is reduced to a grade not previously held, the DOR for the reduced grade is the date on which the airman first performs active service in the lowest grade held. For both, the effective date is the day prior to the Effective Date Change Strength Accountability (EDCSA) of reassignment.

13. Determining DOR for Airmen Retrained or Reassigned from Band Duties. HQ USAF/DPFPP determines the DOR when a member of the USAF or Air Force Space Command Band either retrains or is reassigned from the band Air Force Specialty Code.

14. Adjusting Airman's DOR To Deduct Lost Time. When adjusting an airman's service dates to deduct lost time (paragraph 4.5.), also adjust the DOR to deduct the lost time. When computing DOR, compute the actual number of days lost in that grade on a day-for-day basis.

15. Form Prescribed. AF Form 1613, **Statement of Service.**

Table 1. Explanation of Service Dates.

R U L E	A	B	C
	If service date to be computed is	and individual is	then this date includes
1	total active Federal military service date (TAFMSD)	enlisted, officer, or warrant officer	all periods of active Federal military service in commissioned, warrant, flight officer, or enlisted status. When there is no break in AD from date of original entry on such duty, TAFMSD is the date of original entry on AD. When there is a break in AD, TAFMSD is later than the date of original entry on AD by a period equal to the break or breaks. Does not include AD while a student at Uniformed Services University of Health Sciences (USUHS) or Health Professions Scholarship Program (HPSP). Includes concurrent enlisted cadet status and solely cadet status at a service academy for airmen only.
2	total active Federal commissioned service date (TAFCSO)	an officer	all periods of AD Federal commissioned service. When there is no break in AD commissioned service from original date of entry on AD in such status, TAFCSO is the date of original entry on AD in commissioned status. When there is a break, TAFCSO is later than the date of original entry on AD in commissioned status by a period equal to the break or breaks. Does not include AD while a student at USUHS or HPSP.
3	total Federal commissioned service date (TFCSD)	an officer	all periods of Federally recognized commissioned service, whether active or nonactive duty. When there is no break in commissioned service from date of acceptance of original commission or from date of original Federal recognition, TFCSD is the date of acceptance of original commission or the date of Federal recognition, as appropriate. When there is a break, TFCSD is later than the date of acceptance of original commission or the date of original Federal recognition by a period equal to the break or breaks.

R U L E	A	B	C
	If service date to be computed is	and individual is	then this date includes
4	total years service date (TYSD)	a Reserve officer	all service as a commissioned officer of any uniformed service; all service before 15 June 1933 as a commissioned officer in the Federally recognized National Guard (NG) or in a Federally recognized commissioned status in the NG; all service in the NG after 14 June 1933 when such service was continuous from the date of Federal recognition as an NG officer to the date of appointment in the NG; and all service credited under Title 10, U.S.C., 12207. (Service in the Women's Army Auxiliary Corps is not creditable.) (See notes 1 and 2.)
5	date of rank (DOR)	a Reserve officer	all creditable promotion service in current Reserve grade. (See note 3.)
6	current grade date of rank (CGDOR)	a Regular or Reserve officer	entry grade credit exceeding that needed for the AD or creditable service in grade in which ordered to EAD.
7	total enlisted military service date (TEMSD)	enlisted	all periods of active and inactive enlisted service creditable for basic pay. (Usually, TEMSD is the same date as pay date.) (See note 4.)
8	pay date	enlisted or officer	service computed according to the DoDFMR 7000.14-R.
9	EAD (see Note 5)	enlisted	time from the date the member entered on current tour of AD (Regular or Reserve), backdated by the amount of time served on AD (commissioned or enlisted) without a break in AD. For example, a member graduating from Officer Training School (OTS) is assigned an EAD date equal to the date of acceptance as a commissioned officer. Later, the member involuntarily separates and immediately enlists in the RegAF. In this case, backdate the EAD date to the date of enlistment for OTS.
10		a Regular officer or warrant officer	service from the date of acceptance of commission or appointment in the RegAF.

R U L E	A	B	C
	If service date to be computed is	and individual is	then this date includes
11		a Reserve officer	service from the date the member entered on current tour of EAD. (Do not change this date for officers who are appointed in the AF while serving on EAD in the USAF, or for noncareer officers with an established date of separation who accept Career Reserve status while serving under a specified period of time contract [SPTC]). However, the EAD date of a Reserve officer who transfers to the Air Force while on EAD with another service is the date the officer is ordered to EAD with the Air Force. When an officer enters EAD while serving on a specified short tour of AD for training, the EAD date is the date the officer enters EAD.
12	1405 service date (service for retirement pay multiplier)	enlisted or officer with "18-plus years active military service"	all service creditable under Title 10, U.S.C., 1405, computed according to AFI 36-3203, <i>Service Retirement</i> . Include service for basic pay before 1 June 1958; all active duty after 31 May 1958; 1 day for each inactive duty point earned while not on AD limited to 75 points, including membership points in any 1 retirement year.
13	date initial entry uniformed service (DIEUS)	enlisted, officer, or warrant officer	service from the date of initial acceptance of commission, appointment, or enlistment in any branch of the Armed Forces (Regular or Reserve; active or inactive). This is a fixed date and is not adjusted for time lost or breaks in service. It includes enlistment as a Reserve in the Senior ROTC program, or as a scholarship cadet or midshipman under Title 10, U.S.C., 2107 or 2107(a), enlistment under Title 10, U.S.C., 12103, enlistment in the active component delayed entry/enlistment program (DEP), and entrance as a cadet or midshipman at a service academy.

R U L E	A	B	C
	If service date to be computed is	and individual is	then this date includes
14	date initial entry Reserve Forces (DIERF)	enlisted, officer, or warrant officer in USAFR or ANG	service from the date of initial acceptance of commission, appointment, or enlistment in any Reserve component of the Armed Forces. This is a fixed date and is not adjusted for time lost or breaks in service. Enlistment or commissioning not for initial affiliation with a participating Reserve program, the DIERF will be the subsequent date that the individual reaffiliates with the Reserve component. This date does include time in the active component, DEP, ROTC, or professional appointment program (see note 6). This date cannot be later than pay date.
15	current grade effective date/permanent grade effective date	enlisted or officer	the date an individual is entitled to the pay and authority of the grade (see note 7 for officer).

NOTES:

1. DOR is used to determine a commissioned officer's eligibility for a Reserve promotion. TFCSD determines active Reserve status based on maximum service under Title 10, U.S.C., 14507 or 14508(a) and (b) for officers appointed on or after 1 July 1955.
2. Limit service credit to 21 years for lieutenant colonels and to 23 years for colonels.
3. Use DOR to determine the eligibility for Reserve Officer Personnel Management Act (ROPMA) promotion for a Reserve officer not on the ADL. When promoted, award a DOR according to AFI 36-2504, Reserve of The Air Force Officer Promotions. Do not award DOR credit for periods of service not in an active status. HQ ARPC, Promotions Branch (DPJA) is the OPR for Reserve officers not on the ADL. ANGRC/DPMO is the OPR for ANG officers not on the ADL.
4. TEMSD applies only to master and senior master sergeants.
5. AD pay begins the date a Reserve member begins travel in compliance with an EAD order. DoD-FMR 7000.14-R, paragraphs 10241 through 10242, and AFI 36-2608, *Military Personnel Records Systems*, Chapter 3, explain how to compute allowable travel time. Use the travel voucher in conjunction with the EAD order when computing allowable travel time. If computation of EAD date results in a date different from the one shown in the order, amend the order according to AFI 37-128, *Administrative Orders*.
6. If an ROTC graduate chooses to participate in the Selected Reserve instead of normal active duty, the DIERF is the date of commissioning, if there is no earlier qualifying date.
7. These dates are never less than TFCSD. If the airman receives constructive credit under AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories - Reserve of the Air Force and United States Air Force*, do not reflect it in either date.

Table 2. Required Service Dates For Officers, Warrant Officers, And Airmen.

R U L E	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	If member is	and he or she is on EAD	then the required service date is											
			T A F M S D	T A F C S D	T F C S D	T Y S D	D O R	T E M S D (see note 2)	P A Y D A T E	E A D A T E	C G D O R	1405 Svc date (see note 3)	D I E U S	D I E R F
1	an airman	yes	X					X	X	X		X	X	
2		no	(see note 1)					X	X				X	X
3	a Reserve commis- sioned officer	yes	X	X	X	X	(see note 4)		X	X	X	X	X	
4		no	(see note 1)	(see note 1)	X	X	X		X				X	X
5	a Regular commis- sioned officer	yes	X	X	X				X	X	X	X	X	
6	a warrant officer	no	(see note 1)						X		X		X	X

NOTES:

1. If a Reserve member is not on EAD, compute the TAFMSD and TAFCS D in years, months, days from AF Form 526, ANG/USAFR Point Credit Summary (AFMAN 36-8001).
2. Pertains only to enlisted personnel in grades master sergeant and senior master sergeant.

3. The 1405 service date (retirement pay multiplier) for officers and enlisted on attaining 18 years of active military service.
4. When on EAD, DOR equals permanent grade DOR unless one of the following applies: either the officer's permanent grade is higher than the current grade, or the permanent grade DOR is earlier than the CGDOR when the permanent and current grade are equal.

Table 3. Creditable Service For Total Active Federal Military Service Date (TAFMSD), Total Active Federal Commissioned Service Date (TAFCS D), Total Federal Commissioned Service Date (TFCSD), Total Years Service Date (TYSD), Total Enlisted Military Service Date (TEMSD), Pay Date, And 1405 Service Date.

	A	B	C	D	E	F	G	H
L I N E	Creditable Service	TAFMSD (see notes 1, 5, and 13)	TAFCS D (see notes 2, 5, and 13)	TFCS D (see notes 3 and 5)	TYS D (see notes 3 and 5)	TEMSD (see note 4)	Pay Date (see note 5)	1405 Svc Date (see notes 6, 7 and 8)
1	Service in a Regular component of US Armed Forces	X	X	X	X	X	X	X
2	Service in a Reserve component of US Armed Forces (see notes 9 and 10)	X	X	X	X	X	X	X
3	NG	X	X	X	X	X	X	X
4	Army or Air Force of the United States (without specification of any component)	X	X	X	X	X	X	X
5	Public Health Service	X	X	X	X		X (see note 11)	X (see note 11)
6	Reserve Corps of the Public Health Service			X	X		X (see note 11)	X (see note 11)
7	Nurse Corps of the Public Health Service	X	X	X	X		X	X
8	Nurse Corps Reserve of the Public Health Service			X	X		X	X

	A	B	C	D	E	F	G	H
L I N E	Creditable Service	TAFMSD (see notes 1, 5, and 13)	TAFCS D (see notes 2, 5, and 13)	TFCS D (see notes 3 and 5)	TYS D (see notes 3 and 5)	TEMSD (see note 4)	Pay Date (see note 5)	1405 Svc Date (see notes 6, 7 and 8)
9	National Oceanic and Atmospheric Adminis- tration	X	X	X	X		X (see note 11)	X (see note 11)
10	Constructive service credit awarded a Reserve officer appointed on or after 1 July 1955				X			
11	Constructive service credit awarded an MC or DC Officer				X		X (see note 11)	X (see note 11)
12	Any period on and after 12 December 1941 when an enlisted mem- ber of the armed forces stays in service beyond ETS for medical treat- ment or hospitalization for disease or injury incident to service and not due to misconduct	X				X	X	X
13	Service as a cadet or midshipman is credit- able for enlisted mem- ber (see note 12)	X					X	X
14	You may count service performed under a fraudulent enlistment that the Government has not voided. Do not count such service if the Government deter- mines it to be fraudu- lent and voids it for that reason.	X				X	X	X

	A	B	C	D	E	F	G	H
L I N E	Creditable Service	TAFMSD (see notes 1, 5, and 13)	TAFCS D (see notes 2, 5, and 13)	TFCS D (see notes 3 and 5)	TYS D (see notes 3 and 5)	TEMSD (see note 4)	Pay Date (see note 5)	1405 Svc Date (see notes 6, 7 and 8)
15	Uniformed Service University of Health Sciences			X			(see note 11)	(see note 11)
16	Service before 16 Apr 1947 while holding an appointment as nurse, Reserve nurse, physical therapist, dietitian, or commissioned officer in the Army Nurse Corps, the Navy Nurse Corps, or Reserve components thereof as they existed before 16 Apr 1947	X	X	X	X		X	X
17	You may count service as an enrolled member in the Women's Auxiliary Corps during the period 14 May 1942 through 29 Sep 1943 if the member performed active military service after 29 Sep 1943	X				X	X	
18	Constructive service credit for NC, BSC, and MSC authorized by Title 10, U.S.C., 12207, effective 4 December 1987				X			

NOTES:

1. Credit AD, including ADT for active Reserve and National Guard personnel, as a commissioned officer, commissioned warrant officer, Army field clerk, and enlisted member of the uniformed services (service under Title 32, U.S.C., 503, 504, and 505).

2. Credit AD, including ADT as a commissioned officer and commissioned warrant officer of the uniformed services (service under Title 32, U.S.C., 503, 504, and 505).
3. Credit active and nonactive duty as a commissioned officer and commissioned warrant officer. This includes any period for which a member of the armed forces is on one of the following: the Regular retired list as a commissioned officer or commissioned warrant officer; a non-Regular retired list (such as USAF retired), if the member concurrently holds a valid commission, or a TDRL. Do not count any period more than once.
4. Credit only enlisted service. This date only applies to master sergeants and senior master sergeants. See AFI 36-2502 for further information.
5. Do not credit active duty while in the HPSP or the USUHS as active military or active commissioned service. Credit service while in the HPSP or USUHS for TFCSD and TYSD. For Regular or Reserve members who have been reappointed to MSC, BSC, or NC or who graduated from the HPSP or USUHS, reduce credited service by the amount of time in the HPSP or USUHS program.
6. For USUHS participants whose enrollment is terminated before graduation, the service at USUHS is creditable in determining years of service for retired pay multiplier under Title 10, U.S.C., Section 1405.
7. Do not credit time spent in ISLRS, or any other inactive Reserve service after 31 May 1958. Creditable service includes: all service for basic pay before 1 June 1958; all active duty after 31 May 1958; one day for each inactive duty point earned while not on active duty, limited to 60 points (including membership points) in any 1 retirement year. Effective 23 September 1996, the fiscal 1997 National Defense Authorization Act increased the maximum inactive duty points creditable toward retirement from 60 to 75 in any one year of service (including membership points). Any retention/retirement date year ending on or after 23 Sep 1996 and all future years of service can earn up to 75 inactive duty points in any one retirement year.
8. **Table 1.**, rule 12, defines creditable service. It is not retroactive or grandfathered.
9. For officers, do not credit service that they performed while members of advanced ROTC after 12 October 1964 for any purpose except military service obligation, unless a member of the Simultaneous Membership Program (SMP) after 1 August 1979. Title 10, U.S.C., 2106 and 2107.
10. For anyone entering the DEP after 31 December 1984, do not credit DEP service for basic pay purposes. For persons who were discharged from the DEP for reasons other than entry to AD and who later entered AD after 31 December 1984, do not credit the previous DEP service unless their discharge was for convenience of the government. For persons who entered the DEP before 1 January 1985 and entered active duty before 1 January 1985, credit all DEP service. For persons who entered DEP before 1 January 1985 and who subsequently entered AD directly from DEP after 31 December 1984, credit all DEP service.
11. Include the constructive service credit in computing the pay date and 1405 service authorized under Title 37, U.S.C., 205a(7) and (8) as repealed by Public Law 96-513, 94 Stat. 2835, DOPMA for persons who on 14 September 1981: were medical or dental officers in the armed forces, or participating in a program leading to an MC or DC appointment and were subsequently reappointed as an MC or DC officer or who held an MC or DC commission in the Public Health Service (PHS). UHUHS credit is for Post-DOPMA students only. **The maximum constructive**

service credit is 4 years for MC or DC officers and 1 additional year for medical officers who completed a medical internship or equivalent or entered military status while serving such internship. Credit PHS for pay provided it does not duplicate a period of professional training awarded under computation of constructive credit under Title 37, U.S.C., 205(7) and (8). To receive this service credit, an officer in one of the above categories must have taken the oath of office on 14 September 1981 or earlier. Members entitled to this constructive credit on 14 September 1981 who are subsequently discharged and later reappointed an MC or DC officer remain eligible for this constructive service credit regardless of the break in service.

12. Credit service as a cadet or midshipman at a military service academy only for enlisted personnel. Do not credit such service for officers. However, if a commissioned officer who attended a military service academy reverts to an enlisted status, then you may credit the time served at an academy. Credit the time served at a military service academy preparatory school in an enlisted status for both enlisted and officer personnel.
13. Air Force Reserve components do not use specific dates for the TAFMSD and TAFCSO; instead, they work with an amount of time (years, months, and days).

Table 4. Creditable Service For Date Of Rank (DOR) Of Reserve Commissioned Officers (see notes 1 and 5).

		RULE								
If officer was		1	2	3	4	5	6	7	8	9
A	appointed in Air Force to current grade before 1 July 1955	Yes								
B	appointed in Air Force to current grade after 30 June 1955		Yes							
C	appointed in Air Force to current grade after 30 September 1996 (see note 5)			Yes						
D	appointed in May or June of any year as 2d Lt under Title 10, U.S.C., 2106(b) or 2107(e) before 30 July 1976				Yes					
E	promoted under Title 10, U.S.C., 8376 (AFI 36-2504)					Yes				
F	promoted under a provision other than Title 10, U.S.C., 8376						Yes			
G	transferred to Air Force under Title 10, U.S.C., 716, while on active duty							Yes		

		RULE								
If officer was		1	2	3	4	5	6	7	8	9
H	transferred to Air Force under Title 10, U.S.C., 716, before 25 April 1961 while not on AD								Yes	
I	transferred to Air Force under Title 10, U.S.C., 716, after 24 April 1961 while not on AD									Yes
then count (see notes 1 and 4)										
J	service from date of acceptance or from effective date of Federal recognition	X (see note 2)	X	X				X	X	X
K	constructive service awarded under AFI 36-2005 exceeding the amount required for the grade in which appointed		X	X						
L	service from date cadets graduate from the Air Force Academy for that year				X					
M	service from date of application under AFI 36-2504					X				
N	service from effective date of promotion or effective date of Federal recognition						X			
O	service after 25 June 1950 and before 1 July 1955 in an equal or higher Reserve or Regular grade in any Armed Forces component (see note 3)	X	X			X	X		X	
P	service after 25 June 1950 and before 1 July 1955 from the date member became eligible for a Reserve promotion as a result of serving in a higher temporary grade and completing minimum service in lower grade (see note 3)	X	X			X	X			
Q	all promotion service in Army, Navy, or Marine Corps at time of transfer							X		X

		RULE								
If officer was		1	2	3	4	5	6	7	8	9
R	all constructive service credited an MC or DC officer (see note 3)	X	X	X		X				

NOTES:

1. Adjust an officer's DOR to deduct credit if the officer is removed from active status as defined in AFI 36-2504 or if the officer is deferred from promotion. When a first lieutenant returns to active status, do not credit the officer with more than 3 years of promotion service; do not credit captains and majors with more than 6 years promotion service. (Do credit time on the TDRL.)
2. Include service under a 5-year term appointment that terminated on acceptance of an indefinite term appointment; in the Air Force Reserve for an ANG officer whose USAFR appointment terminated on acceptance of the ANG appointment; in the ANG for a USAFR officer whose ANG appointment terminated on acceptance of the USAFR appointment; or from the date the officer accepted an Army appointment or promotion to the current grade, if the officer has served continuously in the Army and the Air Force in that grade and transferred to the Air Force before 26 July 1950.
3. Do not count service twice. If you credit a certain period of service under one rule, do not credit it again under another rule.
4. Do not credit an officer whose DOR takes effect on appointment or reappointment according to AFI 36-2005, paragraph 2.17, and makes the officer eligible for promotion or promotion consideration within 12 months of the date the officer accepted the appointment. This restriction gives the officer enough time to earn at least one OPR before promotion consideration under AFI 36-2504.
5. Adjust an officer's DOR to deduct credit if the officer is removed from active status as defined in AFI 36-2504. (Do credit time on the TDRL.)

Table 5. Minimum Entry Grade Credit for Medical And Dental Corps Officers.

R U L E	A	B	C	D	E
	If ordered to EAD in AD grade of	then the minimum entry grade credit (in years) is			
		FY 1981	FY 1982	FY 1983	FY 1984 and beyond
1	captain	4	4	4	4
2	major	9 ½	10	10	10
3	lieutenant colonel	14 ½	15	15 ½	16
4	colonel	21	21 1/2	22	22

Table 6. Minimum Entry Grade Credit For Biomedical Sciences Corps (BSC), Medical Service Corps (MSC), Nurse Corps (NC), Chaplains And Judge Advocate General Department Officers.

R U L E	A	B
	If ordered to EAD in the grade of	then the minimum entry grade credit (in months) is
1	second lieutenant	none
2	first lieutenant	24
3	captain	48
4	major	(see note)

NOTE: The minimum entry grade credit varies according to Air Force needs for each fiscal year and is determined when an officer is ordered to EAD in the grade of major. See AFI 36-2008, table 1, rule 9.

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DCS/Personnel

ATTACHMENT 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10, United States Code, *Armed Forces*, Sections 972, 1405, 2105, 2106, 2107, 8013, 8258, 9348, 10211, 10301, 12103, 12207, 12301, 12310, 12402, 12733, 14507, 14508(a) and (b)

Title 32, United States Code, *National Guard*, Sections 503, 504, 505, 708

Title 37, United States Code, *Pay and Allowances of the Uniformed Services*, Section 205

Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, 11 November 1943

Department of Defense Directive (DoDD) 1310.1, *Rank and Seniority of Commissioned Officers*, 29 April 1996

Department of Defense Financial Management Regulation, Volume 7A, *Military Pay Policy and Procedures Active Duty and Reserve Pay*, DOD 7000.14-R, 22 July 1996

AFPD 36-26, *Military Force Management*, 20 December 1993

AFI 33-360, VI, *Publications Management Program*, 1 January 1998

AFI 36-2004, *Interservice Transfer of Officers on the Active Duty List to the United States Air Force (USAF)*, 10 June 1994

AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories - Reserve of the Air Force and United States Air Force*, 1 May 1998

AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officer*, 19 August 1994

AFI 36-2009, *Delay in Active Duty for AFROTC Graduates*, 20 July 1994

AFI 36-2502, *Airman Promotion Program*, 20 July 1994

AFI 36-2503, *Administrative Demotion of Airmen*, 20 July 1994

AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, 1 March 1997

AFI 36-2608, *Military Personnel Records System*, 1 July 1996

AFI 36-3203, *Service Retirements*, 20 July 1994

AFMAN 36-8001, *Participation and Training Procedures*, 1 March 1996

AFI 37-128, *Administrative Orders (PA)*, 1 October 1994

Abbreviations and Acronyms

AD—Active Duty

ADL—Active Duty List

ADT—Active Duty for Training

AFIT—Armed Forces Institute of Technology

AFSC—Air Force Specialty Code

ANG—Air National Guard

ARPC—Air Reserve Personnel Center

BSC—Biomedical Sciences Corps

BSN—Bachelor of Science Degree in Nursing

CGDOR—Current Grade Date of Rank

DC—Dental Corps

DDA—Directed Duty Assignment

DEP—Delayed Enlistment Program

DFAS—Defense Finance and Accounting Service

DIERF—Date Initial Entry Reserve Forces

DIEUS—Date Initial Entry Uniformed Service

DoDFMR—Department of Defense Financial Management Regulation, 7000.14-R

DOPMA—Defense Officer Personnel Management Act

DOR—Date of Rank

DOS—Date of Separation

DRP—Delayed Reenlistment Program

EAD—Extended Active Duty

EDCSA—Effective Date Change Strength Accountability

EPR—Enlisted Performance Report

ETS—Expiration Term of Service

HPSP—Health Professions Scholarship Program

IMA—Individual Mobilization Augmentee

ISLRS—Inactive Status List Reserve Section

JA—Judge Advocate

MC—Medical Corps

MPF—Military Personnel Flight

MPerRGp—Master Personnel Record Group

MSC—Medical Service Corps

NC—Nurse Corps

NG—National Guard

NOAA—National Oceanic and Atmospheric Administration

OPR—Office of Primary Responsibility

OTS—Officer Training School

PDS—Personnel Data System

PED—Promotion Eligibility Date

PHS—Public Health Service

PLSD—Promotion List Service Date

RASL—Reserve Active Status List

RegAF—Regular Air Force

ROPA—Reserve Officer Personnel Act

ROPMA—Reserve Officer Personnel Management Act

SPTC—Specified Period of Time Contract

TAFCS—Total Active Federal Commissioned Service

TAFCSD—Total Active Federal Commissioned Service Date

TAFMS—Total Active Federal Military Service

TAFMSD—Total Active Federal Military Service Date

TDRL—Temporary Disability Retired List

TEMSD—Total Enlisted Military Service Date

TFCS—Total Federal Commissioned Service Date

TIG—Time in Grade

TYSD—Total Years Service Date

UPRG—Unit Personnel Record Group

USAFR—United States Air Force Reserve

USAFRS—United States Air Force Recruiting Service

USUHS—Uniformed Service University of Health Sciences

Terms

Active Duty (AD)—Full-time duty in a Military Service of the United States. A general term applied to all active military service, including full-time National Guard duty, without regard to duration or purpose.

Active Service—Service on active duty or full-time National Guard duty.

Active Status—Status of all Reserves except those on an inactive status list or in the retired Reserve. Reservists in an active status may train for points and/or pay and may be considered for promotion.

Armed Forces of the United States—A term denoting all components of the Army, Navy, Air Force, Marine Corps, and Coast Guard.

Extended Active Duty—Duty on the Active Duty List of an armed service for a period of 90 days or more.

Inactive Status—Status of Reserve members on an inactive status list of a Reserve component or assigned to the Inactive Army National Guard. Those in an inactive status may not train for points or pay and may not be considered for promotion.

Member—A person appointed to, enlisted in, or conscripted into a uniformed service.

Reserve Active Status List—A list of all Reserve of the Air Force Officers in an active status, not on the Active Duty List (ADL), and in the order of seniority of the grade in which they are serving. Officers serving in the same grade shall be carried in the order of their rank in that grade.

Reserve Components—Reserve Components of the Armed Forces are the Army National Guard, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air National Guard, the Air Force Reserve, the Coast Guard Reserve, and the Public Health Service Reserve.

Selected Reserve—That part of the Ready Reserves which consists of units and, as designated by the Secretary concerned, individual Reservists trained as prescribed in Title 10, U.S.C., 270(a)(1)(reference [c] or Title 32, U.S.C., 502[a] reference (bq)). Most Selected Reserves are required to participate in a minimum of 48 scheduled drill or training periods annually and serve on active duty for training at least 14 days annually.

Uniformed Services—The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service.

ATTACHMENT 2**IC 2001-1 TO AFI 36-2604, SERVICE DATES AND DATES OF RANK****18 DECEMBER 2001****SUMMARY OF REVISIONS**

This change incorporates interim change (IC) 2001-1 ([Attachment 2](#)). This change provides new guidance for Time In Grade (TIG) credit for prior service members. This change replaces paragraph [8](#). in its entirety. Changes are not grandfathered and effective on date of publication. See the last attachment of the publication IC 2001-1 for the complete IC. A bar (/) indicates revision from the previous edition.

8. Determining DOR of Airmen on Enlistment or Reenlistment in the Regular Air Force (RegAF). HQ AFPC/DPPPWM/DPPAEQ and MPF/Career Enhancement determine DOR on enlistment or reenlistment.

8.1. Airmen in the following categories receive a DOR equal to the date of enlistment in the RegAF: Nonprior service enlistees (members who have served less than 24 months total active federal military service); former members of a regular component enlisting on or after their 6th anniversary of their DOS; reservist who enlisted in a pay grade higher than last grade held in a regular component; reservist who have never served in a regular component. Reserve enlistees must meet the TAFMS criteria for grade.

8.2. For prior service RegAF members enlisting in the same grade and in an Air Force Specialty (AFS) at the 3-skill level or higher for a Directed Duty Assignment (DDA) or for retraining into a designated AFS, compute the DOR on the basis of: adjust the DOR by the number of days break in active duty if break is less than four years; one-half of the member's previous time in grade (TIG), when the enlistment date is on or after the fourth anniversary and before the sixth anniversary of the DOS; DOR equals date of enlistment when the adjusted DOS is on or after the sixth anniversary of the DOS. If member was serving in a regular component other than RegAF and enlists in a lower grade due to TAFMSD, DOR will be computed from the original DOR for the enlistment grade and years separated from DOS as indicated above. If member received a promotion(s) in a Reserve component and enlists in lower grade due to TAFMS and the enlistment grade was previously held in a regular component, DOR will be computed from the original DOR for the enlistment grade and years separated from DOS as indicated above. If enlistment grade was not held in a regular component, DOR will be equal to date of enlistment.

Figure 1. Example of DOR Computation.

Date RegAF enlistment	00-03-20
Subtract DOS + 1 (Block 12b on DD Form 214)	<u>95-01-12</u>
Break in service between regular components	05-02-08
DOS + 1 (Block 12b on DD Form 214)	95-01-12
Subtract DOR (Block 12h on DD Form 214)	<u>93-09-19</u>
TIG at time of discharge from regular component	1-03-23
TIG at time of discharge from regular component	1-03-23
TIG credit as indicated above (multiply by “.5” for half credit and “1” for full credit)	<u>x .5</u>
Computed TIG for new DOR	0-07-27

NOTE: Months are computed as 30 days. Fractions in day column are rounded up to next whole number.

8.3. Reserve members serving on EAD with the RegAF who are discharged from an ARC for immediate reenlistment in the RegAF, adjust DOR as above and credit time served on current EAD, provided they meet the TAFMS criteria for the grade in which they are serving.

8.4. Former Air Force commissioned officers with reenlistment rights under Title 10, U.S.C., 8258, receive the same DOR they held on discharge from enlisted status to serve on EAD as a commissioned officer, provided they reenlist within 6 months after release from commissioned officer status.